


Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO 	Job Title	Medical Device Reprocessing Worker & Purchasing Clerk	Code 232
	Date	October, 2000	
	Revised Date	2004, January 15, 2020	
	Revised Date	October 18, 2023	

Decision Making	Degree
Follows prescribed standards when cleaning/sterilizing instruments and supplies, ordering and maintaining stock and non-stock supplies. Utilizes choice of action when researching new products or obtaining stock from alternate vendors in emergency situations. Has the ability to prioritize work and to modify sterile trays and bundles when requested. Modifies ordering schedules when required to meet department needs.	2.5

Education	Degree
Grade 12. Medical Device Reprocessing Technician - Certificate of Achievement (Saskatchewan Polytechnic 212 hours) (Rating 2.0).	
*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 584 hours as no other factors were impacted by this change. The education rating will remain at (2.5).	2.5

Experience	Degree
No experience. Twelve (12) months on the job to become familiar with assembly and disassembly of instruments, gain product knowledge and utilization, purchasing practices and become familiar with department policies and procedures.	4.0

Independent Judgement	Degree
Performs purchasing activities in accordance with established procedures. Resolves minor operating problems when researching alternative suppliers or seeking vendors for out of stock situations.	3.0

Working Relationships	Degree
Requires courtesy and tact when communicating with other departments/employees when tracking missing supplies and taking special instrument requests. Uses appropriate tact when discussing product problems/shortages with departments. Has regular contact with vendors and suppliers.	3.0

Impact of Action Misjudgement in assembly/disassembly and inspection may result in damage to equipment. Improper record keeping may result in inaccurate billing and stock shortages which may delay related services and affect the work of other departments.	Degree 2.0
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to staff regarding product information, evaluation and pricing.	Degree 1.5
Physical Demands Regular cumulative physical effort stocking shelves, filling orders and delivering supplies/instruments.	Degree 2.0
Sensory Demands Regular sensory effort checking instruments and expiration dates, assembling trays and communicating with vendors and staff.	Degree 2.0
Environment Occasional major disagreeable conditions such as blood/body fluids, chemicals, sharps and interruptions.	Degree 3.0